

56/5 56-4017

NOV 24 1956

MEMORANDUM FOR: Director of Training

SUBJECT : Report of Training Accomplished During First Quarter,  
FY 1957

REFERENCE : Agency Regulation No. [ ]

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1. According to quantitative data regarding training accomplished, the total effort of the Support Services amounted to [ ] of the man-hours available during the period. This is substantially short of the policy requiring [ ] investment in training announced by Agency Regulation No. [ ].

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2. During the base period the number of headquarters personnel in the Office of Training represented an input of [ ] man-hours. Applying the [ ] policy to this, your component would have devoted [ ] man-hours to training its personnel. Your report indicates that headquarters personnel assigned to the Office of Training actually logged 4,912 hours or [ ] for the quarter. An analysis of this total by types of training is attached.

25X9

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3. You have pointed out that July and August are months during which a large amount of annual leave is used and hence usually a period of reduced training activity. But it is equally clear that we improve on this performance only if we approach the problem with vigor, applying large measures of determination and imagination to evolving an effective program of action.

4. The policy announced in R [ ] makes clear the minimum effort to be devoted to improvement of professional competence through training. We must manage the effort with prudence and efficiency so as to realize a maximum return on investment. In general this merely means providing training first to those individuals with the greatest motivation and career potential. It means also that in marshalling individuals for training, final decisions may involve consideration of other factors such as age, physical condition and willingness to serve where needed. Further, and in recognition that certain assignments demand great self-reliance and all-around competence without opportunity for technical

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guidance and review, training of individuals should be programmed so as to satisfy career service staffing responsibilities in the following order of priority:

 Class A and Class B Stations)

- c. Headquarters, not under line control of Career Service Head
- d. Headquarters, under line control of Career Service Head

Signed

L. K. WHITE  
Deputy Director  
(Support)

Attachment:

Quarterly Report of Training  
for Office of Training  
SA/DDS/JER:epr (21 Nov 56)  
Distribution:

- O&I - Addressee
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